



# **Farm Management**

## **Handout 5**

### **Formal Letter Example**

Here is an example of a formal letter:

**ADDRESS OF SENDER:** The ABC Electrical Suppliers  
P O Box 1234  
JOHANNESBURG  
2000  
Telephone +27311 1234567  
Fax +27311 12345678  
E-Mail [abc@iafrica.com](mailto:abc@iafrica.com)

**REFERENCE:** Ref: ISL/21/eb

**DATE:** 28 February 201\_\_\_\_\_

**RECEIVER'S ADDRESS:** Mr A Person  
Sales Manager  
ABC Electrical Suppliers  
P O Box 1234  
JOHANNESBURG  
2000

**SALUTATION:** Dear Mr Person

**SUBJECT HEADING:** ORDER OF OFFICE STATIONERY

**INTRO PARAGRAPH:** Thank you for your letter of ...

**CONCLUDING PARAGRAPH:** We look forward to receiving ...

**COMPLIMENTARY CLOSE:** Yours sincerely  
(Signature)

**TYPED NAME:** A COUSINS (Title if necessary)

**POSITION:** ACCOUNTANT

**ENCLOSURES:** Encl.

**INITIALS OF SENDER & TYPIST:** AC/dc